

Subscription Cancellation Confirmation Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Email: [Company Email]

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to request confirmation of the cancellation of my subscription with [Service/Product Name], which I initiated on [Insert Cancellation Date]. My account details are as follows:

- Name: [Your Full Name]
- Email associated with the account: [Your Email Address]
- Subscription ID/Account Number: [Your Subscription ID/Account Number]

Please confirm that my subscription has been successfully canceled and that there will be no further charges applied to my account. I would appreciate receiving a confirmation email regarding this matter at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]